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13 NOV 1968

MINUTES

DD/S Staff Meeting

5 November 1968 - 1000 Hours

Meeting (Minutes)

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2. Briefing on GSA-GSI Cafeteria Relations

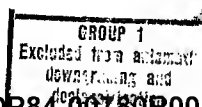
25X1 [] were present for this briefing which was done by the latter officer. The briefing consisted of a rather detailed analysis of the responsibilities and functions of GSA, GSI and CIA in providing cafeteria services for Agency employees. GSA negotiates contracts with GSI for cafeteria services and provides policy level guidance, which includes reviews and approvals of prices and price changes as well as periodic sanitation reviews.

GSI, a private public service corporation, operates the cafeterias; there are no Government subsidies. GSI reimburses GSA 1 1/2 per cent of the gross income in lieu of rent. [] is an active member on the GSI Board of Trustees. Obtaining and retaining adequate personnel is one of the most serious problems which faces GSI and this is especially true for the Headquarters cafeterias because of its location. Other problems which affect the cost of operating the cafeterias are the loss of dishes, trays, silver, etc., and the high cost of replacing equipment (i.e., dishwashers) plus the fact that the cafeteria is primarily a 5-day week breakfast and lunch operation.

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25X1 In the Agency, the Director of Logistics, through the Logistics Services Division, is responsible for liaison with GSI for the operation of the cafeterias-- LSD monitors the food services organization but does not operate the cafeteria. There are two cafeterias and one sit-down facility in Headquarters and cafeterias in NFIC [] and Ames Building.

25X1 [] reported that due to several recent innovations there appears to be a noticeable improvement in cafeteria service and that business is improving since the slump at the time of the recent price increases. It is anticipated that the new Employee Cafeteria Committee, with representatives from each Directorate, will provide a two-way channel of communications concerning cafeteria problems and dissatisfactions.

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3. Junior Professional Personnel Committee

25X1 [] distributed to the Office Heads a copy of the 10 October 1968 memorandum from the President requesting each department and agency to create a committee to review and evaluate all aspects of the systems through which young professional employees become part of the Federal workforce. The Inspector General is chairman of the Agency committee with three members from each Directorate plus a representative from the Office of Personnel and the Career Trainee Program. Part of the activities of this Committee will be to administer an attitudinal questionnaire to all new professional employees in grades GS-5 through GS-12, who are 30 years of age or younger and who entered on duty in FY 1968. Each Office Head was requested to cooperate in this project and encourage their new young professionals to participate.

4. Bureau of the Budget Request for the Deferral of Some Activities for Decisions by the Incoming Administration and Request for Full Economy Measures Throughout the Current Administration

Mr. Bannerman made reference to the memorandum dated 23 October 1968 to departments and agencies from Mr. Zwick, Director, BOB. He stated that Mr. Zwick's memorandum was largely directed at organizations which deal with the public; the Agency probably does not have much activity which would fall in this program. However, he cautioned each Office Head to keep the principles of this program in mind and especially for those activities not included in the budget. He added that briefing sheets with all pertinent information are being prepared in the Agency preparatory for briefing new government officials concerning our on-going programs.

5. Decision Against Meritorious Unit Citations at This Time

25X1 Mr. Bannerman announced that the proposed Meritorious Unit Citation was discussed at a recent Deputies meeting and the DDCI was informed of the opinions expressed. Based on the negative reactions, Admiral Taylor decided this citation would not be adopted. Mr. Bannerman added that this did not mean that an Office Head could not bring to his attention a recommendation for a commendation for a unit which performed exceptionally well in a particular situation. Mr. Wattles pointed out that [] OSI, and the Office of Logistics have internal systems for recognition of units and individuals. Such systems require approval before they can be instituted.

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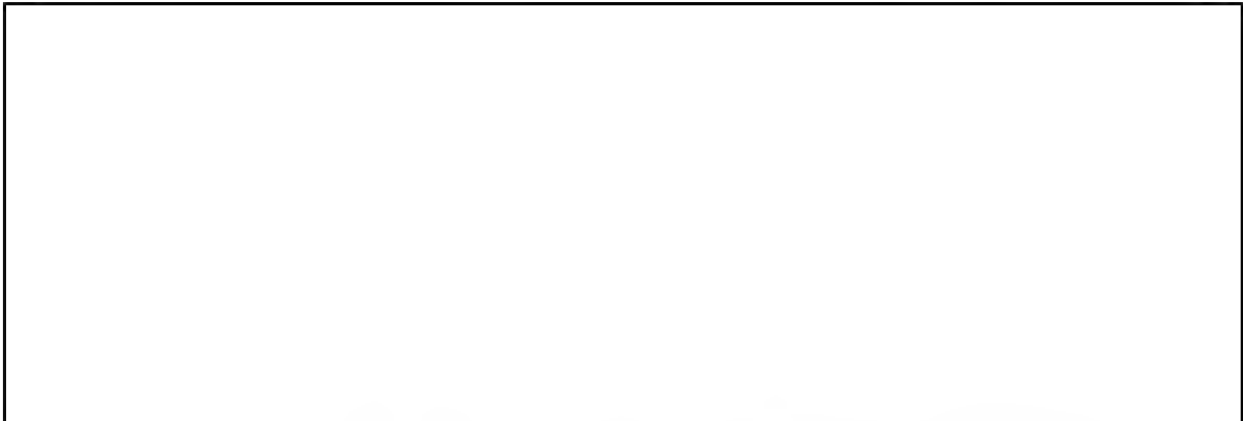
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25X1 6. Mr. Bannerman welcomed [] as a member of the DD/S Staff and stated that [] has completed the Real-Estate Survey and the report has been forwarded to Colonel White.

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7. Around the Table:



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The Federal Executive Seminar Center at King's Point has requested another Agency seal to replace one which was stolen. OTR has submitted a requisition to the Director of Personnel.

c. []

In reply to a question concerning the status of the proposed Employee Notice on the Cafeteria Committee, [] stated that it has been drafted and should be published in the next few days.

25X1

d. Mr. Bush:

The checks for the retroactive cost-of-living increase in retiree annuities have been sent. The checks varied in size from \$140 to \$1500 and the total amount was \$100,000.

The President has signed a bill pertaining to erroneous payments on retroactive allowances. The GSO is responsible for establishing the criteria; the Office of Finance is obtaining more details on it.

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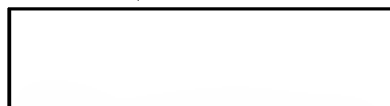
e. Mr. Meloon:

The West Parking Lot job is proceeding on schedule and it should be completed on 19 November 1968 except for a few items which will be completed later. An Agency Notice will be published announcing the new entrance into this lot.

The GSA has approved the contract with Pittsburg Plate Glass for the protective glass of Ames Building. A four to six weeks delivery time is anticipated with a two-week installation time. The estimated cost will be \$15,190.

The cost estimates are being developed for the protective grill-work at the front entrance of Headquarters Building.

f.



Special Assistant to the
Deputy Director for Support

Orig - DD/S Subj
1 - VRT
1 - DD/S Chrono

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